



## BUSINESS EXECUTIVE PROGRAM APPLICATION

U.S. Consulate Chennai  
220, Anna Salai  
Chennai 600 006  
ChennaiBEP@state.gov

Thank you for your inquiry regarding our Business Executive Program (BEP). We appreciate your interest.

The Business Executive Program is designed to facilitate business travel between India and U.S. BEP companies should be well-established and financially stable. Employees using the BEP program should be of a professional or managerial level, traveling on official company business, and should not be contractors or temporary employees. BEP companies are required to maintain records of employees using the program and to participate in audits every six months. Companies that do not continue to meet BEP requirements or abuse the program in any way will have their membership suspended or terminated.

In order to consider your company for the program, we need to know more about your firm and the reasons for your company's interest in the Business Executive Program. Please send us copies of the following:

- The attached questionnaire filled out completely.
- A list of employees from the Chennai consular district who have applied for US visas in the last 12 months (include both granted and refused). Please also include each employee's length of tenure at your company, dates of travel, and their passport number. For example:

Full name	Passport number	Starting date with company	Visa type	Date of Interview	Date of travel
Rajiv Singh	A0000001	1-Jan-2000	B1/B2	2- Jan- 2006	Refused visa
Mo. Ahmad	A0000002	1-Jan-2000	B1/B2	1-Jan-2006	1-Feb-2006 to 24-Feb-2006

- Copies of other documentation that describes your company; for example, annual reports, company brochures, sample letters from American clients, and copies of trade directories which list your firm.
- Financial statements for your company. Ideally, these would be the two most recent year's taxes, balance sheets and income statements for the India operations.

All application materials should be sent through regular mail to the Consulate, with attention to the Business Executive Program. Please do not send them by fax or email. After we receive your application, it will be reviewed and you may be contacted by consular officials for further discussion, a meeting, or a site visit. Please be patient as we process your application.



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### **I. Company Contact Information:**

Full name of your company:

Address:

Phone Number(s):

Fax Numbers(s):

Website address:

http://

Name, title, contact information (including email) of the company officer responsible for liaison with the Consulate:

Are you a member of the Business Executive Program in another consular district in India?

☐ Yes    ☐ No

If yes, state the consular district in which you are a member and when you joined.

Location:          Date:

### **II. Overview of your company:**

Location of Head Office:

Year established in India:



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Location(s) of office(s) in India:

Location(s) of office(s) in U.S.:

Name of Executive Officer and contact information:

Approximate numbers of employees in:

India \_\_\_\_\_

U.S. \_\_\_\_\_

Other \_\_\_\_\_ Please specify where:

Is your company a member of any of the following?

☐ Fortune 1000

☐ S & P 500

☐ Sensex 100

### **III. Description of your company's work and structure:**

Describe the principal business activities of your company:

If your company is a member of any Chambers of Commerce or trade associations in India, please give their name and address:



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Please list any subsidiary companies of your firm:

If your company has ISO or CMM certification, please indicate the levels below:

ISO:

CMM:

Please explain your hiring procedures (how you hire people, what average starting salaries are, what degrees and qualifications are needed for new employees):

### **IV. Company travel to the United States:**

For what business purposes does your company generally send staff to the United States?

List your company's major clients or customers in the United States:

How many employees did you send to the United States in the last 12 months?



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Of these employees, how many traveled on:

B1/B2 visas:

H1B visas:

L1 visas:

J1 visas:

How many employees do you expect to travel to the U.S. in the next year on company business?

**V. Please include any additional information about your company that was not covered in the previous questions in the space provided below.**

*Thank you for your application to the Business Executive Program.*